

APC Teleconference Meeting Minutes

Meeting Name	APC Monthly Teleconference
Meeting Chair	DON eBusiness Office
Date	23 September 2004
Time/Location	2:00 – 3:00 pm

Attendees:

<u>ATTENDEES</u>		
FSA	UNSECNAV	ONI
BUMED	NAVAIR	NAVSUP
NAVSEA	NAVFAC	HQUSMC
DIRSSP	MSC	SPAWAR
CNI	CLF	SECGRP
COMPACFLT	RESFOR	SPECWAR
FMO	DON eBUSOPSOFF	CitiBank

Meeting Agenda/Objective Items

Item #	Objectives
1.	Program Update
2.	Email Subscription
3.	Semi-Annual Review
4.	Delinquency Reporting
5.	Operational Issues
6.	Roll Call
7.	CCRS Issues/Updates
8.	Open discussion

Meeting Minutes / Action Items

Item #	Meeting Minutes Description
1.	Program Update <ul style="list-style-type: none">Staff Changes in DON eBUSOPSOFF, Citibank and level 3's announced
2.	Email Subscription <ul style="list-style-type: none">Please sign up for email subscription on our website.Emails will only be sent from this list when it involves DON wide Purchase Card issues.DON eBusiness Office will continue to maintain level 3 APC list for PCPNs and level 3 transmissions.PCPNs will be sent from email subscription effective 01 NOV 04 – unless message is intended for Level 3 APCs only.

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3.	<p>Semi-Annual Review</p> <ul style="list-style-type: none"> • Report due to our office NLT 31 October 2004 • Signed letter by CO/SES due NLT 3 November 2004 • Please review the revised Chapter 4 that was included in the Semi-Annual Review email. Ten percent physical review effective with October 2004 cycle. If there is a discrepancy than complete a 100% review of that cardholders files.
4.	<p>Delinquency Reporting</p> <ul style="list-style-type: none"> • DON is under 2% standard for 7th month in a row. The two activities that are above the 2% standard are SPECWAR & MSC. Please complete the reporting form found on our website and return to our office by 15 October.
5.	<p>Operational Issues PAT</p> <ul style="list-style-type: none"> • We are currently testing updates in the CitiBank Program Audit Tool (PAT) and will release to the field once complete. • We are trying to release the best product that we can as well as help the field make their job easier. • An email will notify the field once the feedback period begins, along with a PowerPoint training brief, user guide and generic list of enhancements that have already been presented for completion to CitiBank. <p>Increase to Micro-purchase limit discussion</p> <ul style="list-style-type: none"> • Please provide feedback to the office on the consideration of raising the micro-purchase limit higher than the current \$2,500. A decision has not been made either way at this time. Suggestion for new limit was \$5,000. <p>Zero Limits for single purchase limit and monthly purchase limit for CH and AO.</p> <ul style="list-style-type: none"> • Please review your accounts and change any values that are set at zero for the Cardholder or AO which equates to unlimited in the CitiBank system. Please complete by 22 October 2004 or our office will set the limit at \$1.00.
6.	<p>Roll Call – reflected above</p>
7.	<p>CCRS</p> <ul style="list-style-type: none"> • CitiBank is still having a problem with the CD400 report. The bank is actively working on resolving the problem. • Please open tickets. If tickets become old and have not been resolved, please forward to our office if not resolved within 1 week. • Take a screen shot of the error and forward to CitiBank help desk in case they cannot duplicate error. • Citibank said that they are addressing the database to increase speed. • “Data as of” of the bottom of reports needs to be added to the enhancement list. This is apparently an issue for other customers as well because it was brought up at the CitiBank TAG meetings and has been an issue since the inception of CCRS earlier this year.
8.	<p>Open Discussion</p> <ul style="list-style-type: none"> • As per request our office will send an updated list of level 3 APCs, DON eBusiness and CitiBank POCs to meeting attendees. • Citibank discussed possibility of bank holding training sessions in Washington area through GSA again. Details will follow if they start again. • NAVSEA discussed the restructuring of their program and asked where other claimants purchase card program was under. There were various responses. • OMB requirement is due to this office 12 October 2004. Email to follow shortly from our office. PCPN FY04-44 – sent 9-27-04.